



South Dakota
NATIONAL GUARD 
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Rapid City, South Dakota 57702-8170
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NGSD-HRO-AGR

11 June 2017

MILITARY TOUR NOTICE - ACTIVE GUARD RESERVE-(AGR-FTM)

Tour Notice No: 17-70

Closing Date: 11 July 17

Applications are now being accepted to create a qualified applicant list for future positions in the Recruiting and Retention force for AGR program Full-Time National Guard Duty (FTNGD) tour under provisions of section 502 (f), title 32, United States Code. Persons interested in this tour may apply by submitting the required documents listed in the instructions section of this announcement. Those meeting the requirements, to include passing the interview process will be qualified for future openings. Questions concerning this notice may be directed to SDHRO at (605) 737-6672 or DSN 747 6672.

Duty Location: To Be Determined on a case by case basis based on the needs of the State

Unit Designation: SDARNG Recruiting and Retention Battalion

Military Grade: Not to Exceed SFC/E7

Minimum Military Grade: SPC-CPL/E-4 (meeting all promotion requirements for SGT)

Duty Position: Recruiting and Retention Non-commissioned Officer

Duty MOS: 79T

Length of Tour: New AGR accessions will be placed on an initial AGR tour of 3 years. A subsequent tour is dependent on the needs of the AGR program and meeting the qualifications for a subsequent tour outlined in NGR 600-5 and AR 135-18,

General Eligibility Requirements: Must be a federally recognized member, or eligible to become a member of the ARNG of South Dakota with at least three years remaining, or be willing to extend before expiration term of service.

AGR PROGRAM ENTRY REQUIREMENTS: Applicants must meet the following requirements:

- Applicant must have a GT of 110 or higher - GT is waiverable to 100 if the ST score is 100 or more. If GT is less than 110 and ST is less than 100 - not eligible to apply until scores are raised. If GT is less than 100 - not eligible to apply until scores are raised.
- Applicants must possess, or obtain a SECRET security clearance.

POSITIONS OF SIGNIFICANT TRUST (POST) REQUIREMENTS:

Applicants applying for POST positions must meet all the requirements listed below prior to becoming eligible for acceptance into the AGR program. After State Level Checks have come back favorable, applicants can be hired in a temporary ADOS status until NGB Level Checks come back favorable.

State Level Checks/Requirements (COL (O6) Appointing Authority):

- Must not have a Type I or Type II Offense (See HQDA EXORD 193-14, Annex B)
- Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
- Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
- Must not be listed on the National Sex Offender Public Website
- Must receive favorable results after completing a DD Form 369
- Must complete, and provide, a Behavioral Health Interview (DA Form 3822) to local RRBN CDR.

POSITIONS OF SIGNIFICANT TRUST (POST) REQUIREMENTS: (cont)**NGB Level Required checks (POC ARNG-GSS/HRP):**

- Must have favorable results from:
 - Department of Army Inspector General (DAIG)
 - Criminal Investigation Division (CID)
 - Office of Military Personnel File Review
 - Army Substance Abuse Program

Application and Selection Procedures:

Interested Non-AGR members and AGR members from other states may apply by submitting the following, to the address listed below:

Human Resources Office- AGR
South Dakota Army National Guard
2823 West Main
Rapid City, SD 57702-8170

- (1) Completed application for Active Guard/Reserve Duty (AGR), NGB Form 34-1
- (2) Copy of Enlisted Records Brief (ERB) with ASVAB Line Scores visible.
- (3) NGB Form 23-B (RPAS statement)
- (4) Copy of last three (3) NCOER's
- (5) Most recent Medical Operational Data System (MODS) Individual Medical Readiness Record (IMRR)
- (6) Most recent AITS height and weight printout
- (7) Most recent DA Form 5500 or 5501 [If height and weight listed on AITS height and weight printout is above the limits of Table 1 (Screening Table Weight) AR 600-9]
- (8) DA Form 705 with a passing score dated within 16 months of the closing date.
- (9) Copy of SECRET Security Clearance
- (10) Copy of DA 1059 from BLC and Completion Certificate for SSD 1 (SPC-CPL/E-4)

B. Deployed soldiers may apply by e-mailing a completed application for Active Guard/Reserve Duty, NGB Form 34-1 to james.w.blackwell12.mil@mail.mil. E-mail must be dated no later than the closing date of this notice. All other information must be received at the Human Resources Office or postmarked no later than the closing date of this notice

C. **Deployed soldiers** may request copies of missing required documents be sent to the AGR Section Human Resource Office. POCs are

- (1) ERB;; Stateside Bn or Bde/Grp S-1.
- (2) NGB Form 23-A (RPAS statement): SSG Michael Strang at michael.l.strang.mil@mail.mil.
- (3) Most recent Most recent recent MODS IMRR, most recent AITS height and weight printout, and most recent DA Form 705: Unit Rear Detachment Personnel.

D. Applications must be received at the Human Resources Office or postmarked no later than the closing date of this notice. Please do not bind, tab, or use document protectors. A large paperclip or unbound folder will suffice to keep your application together.

E. The South Dakota National Guard does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender), national origin, political affiliation, sexual orientation, marital status, retaliation, parental status, or other non-merit factor. Selection will be made from those applicants' determined best qualified in terms principally involving experience, demonstrated ability/performance, and training.

G. Applicants may be subject to personal interview upon notification of time and place. Necessary travel is at applicants own expense. Inquiries concerning specific aspects of the duty position should be directed to the Nominating Official.

NOMINATING OFFICIAL:

Name: LTC Steven Siemonsma
Title: Commander Recruiting and Retention Battalion
Location: 2823 W Main, Rapid City, SD 57702-8170
Phone Number: (605) 737-6797

POSITION TITLE: Recruiting and Retention Noncommissioned Officer (R&R NCO)

AUTHORIZED GRADE: SSG/E-6 and/or SFC/E-7

DUTY MOS: 79T

RELATED EXPERIENCE: Experience as Squad/Section Leader/ and or Sales or Sales Maintenance desired.

1. SPECIAL REQUIREMENTS:

- a. MILITARY EDUCATION: As required in NGR 600-200 and current ARNG Professional Development Program (PDP) requirement.
- b. CIVILIAN EDUCATION: High School graduate or GED equivalent. Associate Degree desired.
- c. Knowledge of organization and mission of the Army National Guard. Extensive knowledge of the Army National Guard Recruiting and Retention Program (Strength Maintenance) and the Maintenance of the Full Time Recruiting and Retention Force (FTRRF).
- d. Creative Writing Skills
- e. Excellent speaking ability.

2. SUPERVISORY CONTROLS: Works under the supervision and control of the Strength Maintenance Non Commissioned Officer in Charge (SM NCOIC) in an assigned area of the state. Performs duties with minimum supervision. After receiving formal schooling, general guidance and the Strength Maintenance (recruiting, retention and attrition management) Mission. Performance is evaluated and reviewed for accomplishment of mission and long, mid, and short-range objectives.

3. JUSTIFICATION: This position is located in a designated Strength Maintenance (Recruiting, Retention and Attrition Management) area of the state dictated by the mission. The individual is responsible for the accomplishment of the 3 tenants of Strength Maintenance (Recruiting, Retention and Attrition Management) in assigned area. Individual is responsible for seeking qualified applicants within assigned area and affecting the enlistment of sufficient individuals to achieve recruiting objectives. Individual is also charged with the responsibility of identifying, recommend corrective action, solving problems and/or taking corrective action on issues affecting retention in area of responsibility. Individual assesses the effectiveness of local recruiting and retention incentive/awards program and makes recommendations for changes.

4. POSITION DESCRIPTION: Serves as the Strength Maintenance NCO in an assigned area of the state. Is responsible for the accomplishment of their Strength Maintenance Mission (Recruiting, Retention and Attrition Management) in assigned area of responsibility.

- a. Establishes and maintains contacts in sufficient numbers and within proper markets to achieve recruiting objectives.
- b. Achieves recruiting, retention and attrition management goals for assigned area.
- c. Assists commanders in implementing Strength Maintenance programs to enhance retention.
- d. Establishes and maintains effective centers of influence/very influential persons in schools, civic groups, local governing bodies and supported units.
- e. Conducts visits to all organizations/units in assigned area to discuss/plan the 3 tenants of Strength Maintenance activities to meet the strength goal
- f. Pre-qualifies prospects to ensure enlistment criteria is met.
- g. Conducts prospecting and lead generating activities in assigned area.
- h. Evaluates the retention/attrition environment and assists, recommends and/or takes action to correct deficiencies.
- i. Prepares and maintains Strength Maintenance objectives, statistics, records and files on recruiting, retention and attrition Maintenance activities in assigned area.
- j. Ensures commanders and leaders in assigned area understand and are proficient in the 3 tenants of Strength Maintenance (Recruiting, Retention and Attrition Management) and provide the necessary training.

4. POSTION DESCRIPTION: (cont)

- k. Establishes and maintains a good working relationship with supported units.
- l. Presents formal and informal presentations to various schools and civic groups to generate leads for enlistment.
- m. Conducts presentations and briefings as required to unit/organizations.
- n. Establishes liaison with local radio, television and newspaper agencies.
- o. Evaluates applicants occupational, educational and physiological background in an effort to determine National Guard programs with specific individual appeal.
- p. Arranges the administration of the Armed Services Vocational Battery (ASVAB) or Army Classification Battery (ACB) and explains results to applicants.
- q. Gathers individual data and prepares forms and documents incident to enlistment processing.
- r. Arranges for applicants transportation, meals and lodging where required.